



Wisconsin Department of Agriculture, Trade and Consumer Protection Bureau of Laboratory Services

2021 PROFICIENCY TESTING FORMS INSTRUCTIONS

What's Different about the 2021 Milk PT?

This year we're going fully digital for our order and result forms! To participate, you'll need Adobe Acrobat or Adobe Acrobat Reader, which can be downloaded for free ([click here](#)). Each PDF comes with specific instructions per test, so this packet will provide an overview of what to expect. Specific questions can be e-mailed to DATCPBLSProficiencyTesting@wisconsin.gov or call us at (608) 224-4831.

Where Can I Access these Forms?

All documents are available for viewing, printing, and downloading (saving) at [DATCP Home Milk Proficiency Testing Program \(wi.gov\)](#).

In order to submit these form electronically, Adobe Acrobat or Adobe Acrobat Reader **must** be used to complete these forms. **DO NOT fill these forms using your web browser's PDF viewer.** To use these forms on Adobe Acrobat or Adobe Acrobat Reader, follow these instructions.

1. Click the form link you would like to use

Documents and Forms

Documents and forms are available for viewing, printing, and downloading (saving) in Adobe Acrobat or Adobe Acrobat Reader on your computer and configured to work

- [Wisconsin Milk Proficiency Testing Flyer](#)
- [Wisconsin Milk Proficiency Testing Instructions](#)
- [Set Order Form](#)
- [Drug Residue Result Form](#) ([Instructions](#))
- [Quality Result Form](#) ([Instructions](#))

Questions? Contact us



608.224.4831 or 608.224.4825



datcpblsproficiencytesting@wisconsin.gov



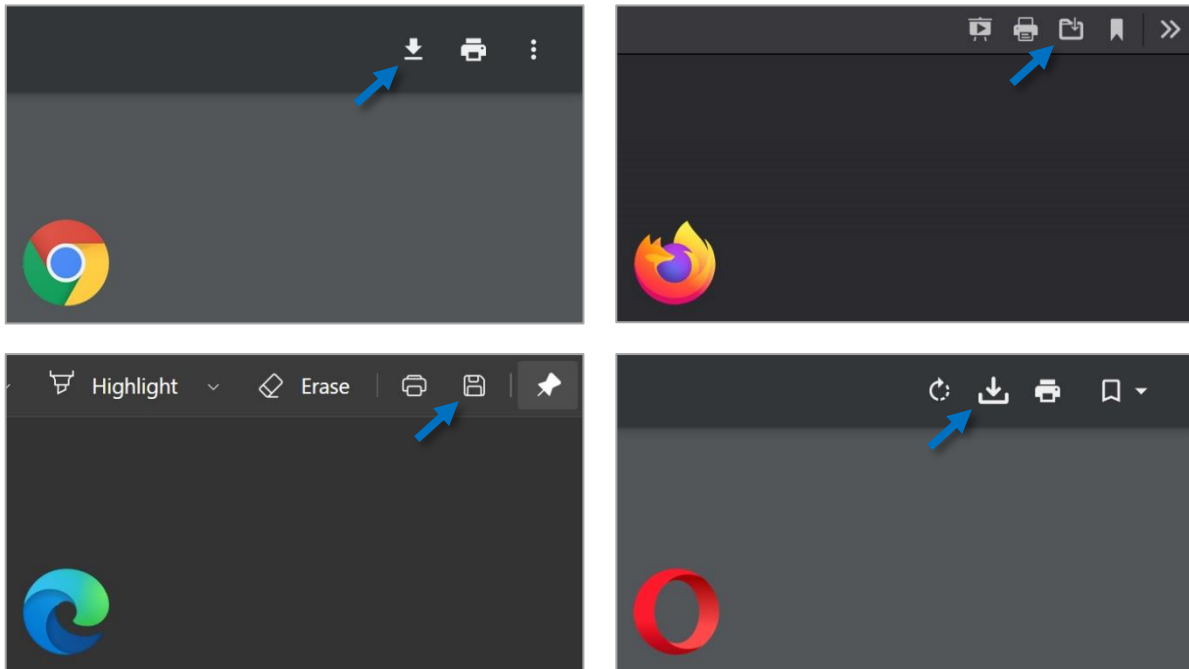
datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

- Depending on your web browser's preferences, PDF files may open in the browser (usually in a new window or tab) or download automatically. If the PDF file opens in your browser, proceed to **Step 3**. If the PDF file automatically downloads (save), locate the newly saved file and open with Adobe Acrobat.

Note: Some users may receive the pop up below after clicking the form link. Click Save, locate the newly saved PDF file, and open with Adobe Acrobat.



- For PDF files that opened in the web browser, click the download (save) icon often located near the top-right corner of the browser window. Icon location and image may vary depending on the browser used. **DO NOT complete forms using the browser's PDF viewer.**



- Download (save) the PDF file, locate the file location, and open with Adobe Acrobat.

Questions? Contact us

Collecting Analyst Information

Result forms start with a required section for each analyst to fill in. This will be how we track participants per facility.

SECTION A: Analyst Information

* Facility Name:

* City:

* Analyst First Name:

Middle:

* Last Name:

- Facility Name & City:** Please use the full facility name and the city it's located in, keeping it consistent between analysts.
- First & Last Name:** If submitting multiple forms, please keep the shortened or abbreviated name and spelling consistent.

Test Selections and Entering Data

Tests are set to 'Not Performed' by default. For tests performed, use the dropdown menus or buttons to select the test method used.

Indicate test kit used:

Not Performed

Sample No.

15

16

17

18

19

Not Performed

Charm 3 SL3

Charm FLUSLBL

Charm II Competitive

Charm II Quantitative Assay

Charm II Sequential

Charm II Sulfa Drug

Charm II Tetracycline

☒ Delvo 5 Pak

☐ Delvo P mini

☐ Not Performed

Test Selection and Data Entry Continued

Once a test option is selected, the 'required fields' that need to be filled in will be outlined in red. Trying to submit results with any of these fields empty won't work.

Sample No.	Numerical Result	Interpretation
15		
16		
17		
18		
19		
20		
21		
22		



Once you've filled in all the results for the tests you've performed, it's time to submit your results! At the bottom of each form are a couple useful buttons.

Questions? Contact us

What do these buttons do?

Clear Form	Print	Submit Form
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- **Clear Form:** Should reset every field except the Facility Name and City.
- **Print:** Adobe will pop up an option to print a copy of your results. Great for keeping a record before submitting!
- **Submit Form:** How to turn in your results! This should pop up an e-mail through your desktop e-mail program already addressed to us with a subject line, body message based on the result form, and the completed result form as an attachment. Send it as is so we know exactly who the results are from!

 Send	To...	<input type="checkbox"/> <u>DATCP BLS Proficiency Testing;</u>
	Cc...	
	Subject	<Facility Name> <Analyst Name> Residue Form
	Attached	 Drug Residue Result Form.pdf 2 MB
<div><Facility Name> <Analyst Name> Residue Form</div>		

Not Enough Room on My Form?

Not enough room on a form to submit all the tests you did? Submitting more than 1 ESCC machine result? Maybe you did Coliforms by VRB pour plates and Petrifilm? No problem! Simply fill out and submit a second form with the results that didn't fit on the first form!

Questions regarding the new forms? Contact us at DATCPBLSProficiencyTesting@wisconsin.gov

